

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**                      **SECRETARY TO THE CITY MANAGER**

**DEPARTMENT:**                **CITY MANAGER**

**BASIC FUNCTION:**

Under functional direction, to perform responsible and confidential secretarial duties for the City Manager; to relieve the City Manager of a variety of administrative and clerical details; and to do related work as assigned.

**KEY RESPONSIBILITIES:**

Prepare a variety of materials for the City Manager, and the City Council, including correspondence, memorandums, reports, resolutions, proclamations, agreements, and other documents.

Maintain a calendar and schedule appointments for the City Manager, and the City Manager's staff. Schedule and coordinate agendas and materials for Leadership Team and Department Head meetings

Act as confidential secretary to the City Manager and relieve the City Manager of a variety of administrative and clerical details.

Coordinate and assume responsibility for distribution of information to the clerical staff in all City departments regarding events, policies and activities.

Gather information and compose correspondence in reply to various requests, inquiries and questionnaires.

Answer the telephone and screen callers, for the City Manager, City Council and the City Manager's staff, exercising considerable independent judgment in giving out information and referring to proper party.

Make travel arrangements for the City Manager, City Council and staff.

Assist in the preparation of agenda materials by logging, forwarding for corrections, rerouting for finalization, and preparing preliminary agenda for weekly Agenda Bill Committee.

May assist in budget preparation, analysis and administration by collecting data necessary to prepare and monitor department budget.

Maintain a filing and recall system for the City Manager, City Council and staff.

Maintain and update the City Council and Administrative Order Manuals.

Operate a variety of office equipment and order office supplies as necessary.

Supervise, train and evaluate staff as assigned.

Perform other related duties as assigned.

### **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Knowledge of:**

Modern office practices and procedures including business correspondence, filing and standard office equipment operation.

Basic functions and organization of municipal government.

Statistical and record keeping methods.

Correct English usage, spelling and punctuation.

Software applications, e.g., word processing, spreadsheet, presentation graphics or database programs on microcomputer systems as required.

#### **Skill to:**

Type at a net corrected speed of 60 words per minute.

May be required to take dictation at a speed of 90 words per minute and/or operate transcription and dictation equipment.

#### **Ability to:**

Perform difficult and responsible secretarial and clerical work.

Exercise good judgment and make sound decisions in accordance with established procedures and policies.

Take notes at meetings and conferences or otherwise provide for the recording of proceedings and prepare clear and concise reports.

Prepare reports and compose correspondence independently.

Employ good judgment and make sound decisions in accordance with established procedures and policies.

Plan, organize and coordinate special events and programs.

Maintain confidentiality of sensitive materials as necessary.

Establish and maintain cooperative relationships with those contacted in the course of work.

Supervise, train and evaluate staff as assigned.

### **EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of the twelfth grade, including or supplemented by specialized secretarial or business training, and five years of increasingly responsible clerical and executive level secretarial experience, involving frequent contact with the public.

### **PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will management/confidential classification.

DATE APPROVED: June 1999